

**ARIZONA SCHOOL FACILITIES BOARD
CLOSEOUT PROCEDURES
FOR DEFICIENCY CORRECTION PROJECTS**

The Arizona School Facilities Board (ASFB) establishes these closeout procedures as part of its continuing effort to assist with the completion of its projects. All closeout projects are to be delivered to the receptionist at the SFB for date stamping.

All of the required documentation must be accumulated and presented in a binder at the time of the final request for payment. The documents must be organized in the binder in the same order as in these procedures, and each document must be date-stamped to show when the project management firm received it.

If there is any tab for which you have nothing to submit, please provide a sheet of paper with the following notation: "This tab is intentionally left blank because: [brief explanation]." (Do not leave any tab blank.)

The following documents are required:

Tab 1: Application Documents and Transmittal

- A. PM letter of transmittal
- B. SFB closeout form
- C. Application and certificate for payment (AIA documents G702 and G703)
- D. Securities in Lieu of Retention Release Form, if securities are being used in lieu of retention

Tab 2: Contractor Releases and Waivers

- A. Documentation from contractor supporting waivers of lien and releases (Confirm that any remaining dollars owed are retention only if submitting a conditional rather than an unconditional release.)
- B. Consent of surety to final payment (AIA document G707) and Power of Attorney

Tab 3: Owner Controlled Insurance Program (OCIP) Release or other insurance release(s). If School Construction Insurance Pool (SCIP) is involved and has determined that there are additional dollars owed, include a copy of the SCIP invoice and a printout from Project Talk to verify payment submittal.

Tab 4: Certificates

- A. Certificate of Occupancy, if applicable
- B. Certificate of Substantial Completion (AIA document G704), signed and dated. If projects conclude on different dates, include Certificate of Substantial Completion for each applicable project.

- C. Certificate of Compliance, signed, dated, and notarized (found in front end documents).
- D. Certificate of Final Completion (An example of this form is available for use on the SFB website. If you do not use the form, all of the information included on the form is necessary.)

Tab 5: Subcontractors' and Material Suppliers' Documents

- A. List of all subcontractors and material suppliers used on the project along with their address, phone number, fax number, contact person(s) and license number (If changes were made, include prior SFB procurement officer approval for the change.)
- B. Documents supporting waivers of liens and releases from subcontractors (Confirm that any remaining dollars owed are retention only if submitting a conditional rather than an unconditional release.)

Tab 6: Inspection Records, Evidence of Successful Testing, Permit(s)

- A. List of all entities that provided services requiring inspections, tests and/or permits, and the particular inspection, test and/or permit required.
- B. Signed copies of documents including certificates, details of inspection, test and/or permit for each project. Each document must be clear and needs to include date of action, name of individual(s) completing task, description of task performed and appropriate approvals. Approvals must include approving entity's name, signature, date of inspection, approval given statement, and any backup documents required to certify that task is complete. This Tab should also contain any environmental impact statements required.
- C. Documentation of any required training for owners

Tab 7: Operation and Maintenance Manuals, Product Data, and Related Documents

- A. List of all companies that provided O&M manuals and/or other documents necessary for the owner at the conclusion of the project.
- B. Establish subsections for each provider of the service (in the same order as the list of companies) and include the O&M manuals and/or other documentation
- C. Approved submittals – **Roofing Only**

Tab 8: Warranties/Guarantees

- A. List of entities providing warranties/guarantees
- B. In the same order as the list, provide each warranty or guarantee (Ensure warranties are a minimum of two years from substantial completion unless otherwise indicated in specifications)

Tab 9: As-Builts

- A. Copy of as-built drawings and specifications for each project (Preferably on a CD.)

Tab 10: Punch Lists

- A. Punch list(s) as a result of the inspection generated at substantial completion

Compliance with these procedures will enable the SFB to review, approve, and process your requests for final payment expeditiously. Omissions and/or incomplete sections will result in delays or in the submission being returned.

For questions on the above please contact:

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PLEASE NOTE THAT THE SFB WILL NOT PROCESS ANY PAYMENT UNTIL THE SUBMISSION IS COMPLETE AND ACCURATE